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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 4 August 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 30  
27 July - 2 August 1955I. SIGNIFICANT ITEMS:

None.

II. OTHER ACTIVITIES:

1. New Building Requirements - The Chief/ISB in response to a request from the Sub-Committee on Building Requirements, submitted a paper to the Committee on the Agency need for a briefing and exhibit center which incorporated the use OTR will make of the space. The Chairman of the Sub-Committee, [ ] remarked that he was continuing his efforts to secure from the DD/S a ratio of Agency employees who would be committed to training annually. This factor would be used by the Sub-Committee to evaluate the OTR request for classroom space in the new building.

2. [ ] Chief/VAS/ISB has returned from his survey mission at [ ] His complete report will be submitted once his notes arrive by dispatch from the area.

3. Catalog of Courses - Revisions 1 August 1955, All Catalogs: All revisions have been received from Printing Services Division/LO; distribution will be made to holders of originals. The field copies were delivered to RI/PI for distribution. ISB distribution will be made this week.

4. TSS Film - Shooting of TSS orientation film on [ ] equipment was completed on Friday, 29 July 1955. A work print for screening purposes is to be delivered by 10 August 1955.

5. A request has been made of the [ ] Librarian to review all instructors' requirements in an endeavor to utilize more Information Reports. [ ] will visit OTR Library on 16 August for a final discussion of problems before her resignation. A replacement selected for her has withdrawn because of inability [ ]

6. [ ] will give to C/IS an estimate of the number of books to be placed in the R & S Auditorium for student use this fall. Arrangements will then be made for appropriate cabinets and controls.

7. The metal stacks required for the LETS book collection are available from [ ] C/Circ. Br./CD, and will be transferred when arrangements for space have been completed by LETS.

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8. Subscriptions to twenty-three publications on international front organizations. The Reference Librarian visited [redacted] of FB/CD concerning procurement of these publications. There appears to be no difficulty or extra expense involved in efforts to obtain such materials. An attempt will be made to subscribe to all that are listed. These publications will be used in the CWC.

25X1

9. The selection of materials for the Area Study Program has been discussed by C/LETS and C/ISB. At present all materials for selection such as indexes, accessions lists, etc., will be forwarded to the area program instructors, who will be primarily responsible for selecting books, periodicals, and reports to be sent regularly to them. OTR Library will cooperate by making a thorough perusal of reviews and of ordering books through inter-library loan for the perusal of instructors.

10. One lesson plan (CE) was received this week.

11. No overseas requests were received.

12. Red Interpreter (Supplement) - 300 copies have been received from PSD/IO; 2/3 of the reproduced copies were forwarded to Chief, CWC, and the remaining 1/3 will be kept in the supply room in R&S Building.

13. Political Readings in Russian - Reproduced copies were forwarded to instructor/LETS, Friday, 29 July.

14. Training Aids Completed during Week -

a. OTR - 3 layouts and estimates for new Agency Briefing Room and Exhibit Area.

b. Intelligence/CWC - 200 copies each of nine different handout charts.

c. Intelligence/Intelligence Principles & Methods - 25 identification photos of students.

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15. Films for [redacted] - No retention prints due; 28 loan films due; 4 loan films sent.

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16. Attendance at Language Films - German, 7/27/55, 1; Spanish, 7/28/55, 1; Italian, 8/2/55, 2.

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